



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us

HANNA SKANDERA
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ
Governor

March 13, 2012

Mr. Tim Chavez, Technical Support Services
Cuba Independent Schools
P.O. Box 70 (#50 CR13)
Cuba, NM 87013

RE: Provision 2

Dear Mr. Chavez:

This letter is to advise you that the New Mexico Public Education's Student Nutrition Bureau has reviewed the Provision 2 status of Cuba Independent Schools. The free and reduced figures provided by Cuba Independent Schools are accurate and current as of the 2011-2012 school year.

Should you have any questions or require further assistance, please contact me at (505) 827-1814 or reginaa.madrid@state.nm.us or Jasmin Hendrickson at (505) 827-3507 or jasmin.hendrickson@state.nm.us

Most Sincerely,

A handwritten signature in blue ink, appearing to read "Regina A. Madrid".

Regina A. Madrid, Director
Student Nutrition Bureau

RAM:JH

Phone: (505) 827-1821

Student Nutrition Bureau
120 S. Federal Place, Suite 105
Santa Fe, NM 87501

Fax: (505) 827-1815

"Nourishing "More" Healthy Bodies and Minds"

Enter: BREAKFAST OR LUNCH: LunchSchool: Cuba High School Month: October 2010 # Days Served: 18

Applications							Children's Meals				Adult Meals	
0	1	2	3	4	5	6	7	8	9	10	11	12
Date	Number Free	Number Free X	Number Reduced	Number Reduced X	Number Paid	Number Paid X	Paid	Reduced	Free	Total	Program	Non-Program
		94.4%		94.4%		94.4%						
		Attendance Factor		Attendance Factor		Attendance Factor						
		0		0		0				0		
		0		0		0				0		
		0		0		0				0		
		0		0		0				0		
10/1/2010	170	160.48	34	32.096	103	97.232	53	21	79	153	10	3
Weekly Meal Count Total							53	21	79	153	10	3
10/4/2010	170	160.48	34	32.096	103	97.232	69	23	89	181	9	5
10/5/2010	170	160.48	34	32.096	103	97.232	80	24	110	214	9	5
10/6/2010	170	160.48	34	32.096	103	97.232	84	26	112	222	10	4
10/7/2010	170	160.48	34	32.096	103	97.232	84	26	102	212	10	8
10/8/2010	170	160.48	34	32.096	103	97.232	76	27	111	214	10	5
Weekly Meal Count Total							393	126	524	1043	48	27
10/11/2010		0		0		0				0		
10/12/2010	170	160.48	34	32.096	103	97.232	77	28	108	213	10	4
10/13/2010	170	160.48	34	32.096	103	97.232	87	28	107	222	11	6
10/14/2010	170	160.48	34	32.096	103	97.232	89	25	113	227	9	4
10/15/2010	170	160.48	34	32.096	103	97.232	84	24	104	212	11	6
Weekly Meal Count Total							337	105	432	874	41	20
10/18/2010	170	160.48	34	32.096	103	97.232	70	22	92	184	9	3
10/19/2010	170	160.48	34	32.096	103	97.232	74	21	104	199	10	4
10/20/2010	170	160.48	34	32.096	103	97.232	70	20	93	183	10	4
10/21/2010		0		0		0				0		
10/22/2010		0		0		0				0		
Weekly Meal Count Total							214	63	289	566	29	11
10/25/2010	170	160.48	34	32.096	103	97.232	62	29	85	176	10	6
10/26/2010	170	160.48	34	32.096	103	97.232	83	28	109	220	10	8
10/27/2010	170	160.48	34	32.096	103	97.232	83	26	111	220	11	3
10/28/2010	170	160.48	34	32.096	103	97.232	91	29	114	234	11	7
10/29/2010	170	160.48	34	32.096	103	97.232	76	26	105	207	10	5
Weekly Meal Count Total							395	138	524	1057	52	29
Monthly Meal Count Total							1392	453	1848	3693	180	90

Note: The school attendance factor used should be the most beneficial for your school/district. ADA factor must be expressed as a percentage, not a participation number. Attendance factor is determined by average daily attendance for a month, dividing by the average daily enrollment for the month. The school can use the most current FNS national average.

Enter: BREAKFAST OR LUNCH: LunchSchool: Cuba Middle School Month: October 2010 # Days Served: 18

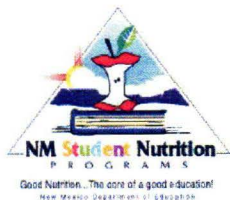
Applications					Children's Meals							Adult Meals	
0	1	2	3	4	5	6	7	8	9	10	11	12	
Date	Number Free	Number Free X	Number Reduced	Number Reduced X	Number Paid	Number Paid X	Paid	Reduced	Free	Total	Program	Non-Program	
		94.4%		94.4%		94.4%							
		Attendance Factor		Attendance Factor		Attendance Factor							
		0		0		0				0			
		0		0		0				0			
		0		0		0				0			
		0		0		0				0			
10/1/2010	66	62.304	11	10.384	37	34.928	35	11	58	104	8	4	
Weekly Meal Count Total							35	11	58	104	8	4	
10/4/2010	66	62.304	11	10.384	37	34.928	39	10	56	105	4	6	
10/5/2010	66	62.304	11	10.384	37	34.928	37	9	60	106	4	9	
10/6/2010	66	62.304	11	10.384	37	34.928	38	11	59	108	4	13	
10/7/2010	66	62.304	11	10.384	37	34.928	38	9	60	107	4	4	
10/8/2010	66	62.304	11	10.384	37	34.928	39	8	58	105	4	9	
Weekly Meal Count Total							191	47	293	531	20	41	
10/11/2010		0		0		0				0			
10/12/2010	66	62.304	11	10.384	37	34.928	38	9	56	103	4	8	
10/13/2010	66	62.304	11	10.384	37	34.928	37	8	61	106	3	8	
10/14/2010	66	62.304	11	10.384	37	34.928	36	10	61	107	4	7	
10/15/2010	66	62.304	11	10.384	37	34.928	36	9	59	104	3	7	
Weekly Meal Count Total							147	36	237	420	14	30	
10/18/2010	66	62.304	11	10.384	37	34.928	29	9	60	98	3	10	
10/19/2010	66	62.304	11	10.384	37	34.928	32	10	59	101	3	10	
10/20/2010	66	62.304	11	10.384	37	34.928	31	10	61	102	3	12	
10/21/2010		0		0		0				0			
10/22/2010		0		0		0				0			
Weekly Meal Count Total							92	29	180	301	9	32	
10/25/2010	66	62.304	11	10.384	37	34.928	30	10	64	104	4	4	
10/26/2010	66	62.304	11	10.384	37	34.928	29	9	67	105	4	11	
10/27/2010	66	62.304	11	10.384	37	34.928	26	9	66	101	4	7	
10/28/2010	66	62.304	11	10.384	37	34.928	28	10	68	106	4	10	
10/29/2010	66	62.304	11	10.384	37	34.928	29	7	65	101	3	3	
Weekly Meal Count Total							142	45	330	517	19	35	
Monthly Meal Count Total							607	168	1098	1873	70	142	

Note: The school attendance factor used should be the most beneficial for your school/district. ADA factor must be expressed as a percentage, not a participation number. Attendance factor is determined by average daily attendance for a month, dividing by the average daily enrollment for the month. The school can use the most current FNS national average.

Enter: BREAKFAST OR LUNCH: LunchSchool: Cuba Elementary Month: October 2010 # Days Served: 18

Applications							Children's Meals				Adult Meals	
0	1	2	3	4	5	6	7	8	9	10	11	12
Date	Number Free	Number Free X	Number Reduced	Number Reduced X	Number Paid	Number Paid X	Paid	Reduced	Free	Total	Program	Non-Program
		94.4%		94.4%		94.4%						
		Attendance Factor		Attendance Factor		Attendance Factor						
		0		0		0				0		
		0		0		0				0		
		0		0		0				0		
		0		0		0				0		
10/1/2010	131	123.664	40	37.76	59	55.696	55	35	120	210	6	4
Weekly Meal Count Total							55	35	120	210	6	4
10/4/2010	131	123.664	40	37.76	59	55.696	56	29	95	180	4	11
10/5/2010	131	123.664	40	37.76	59	55.696	58	37	115	210	4	16
10/6/2010	131	123.664	40	37.76	59	55.696	62	35	114	211	4	15
10/7/2010	131	123.664	40	37.76	59	55.696	57	36	116	209	3	9
10/8/2010	131	123.664	40	37.76	59	55.696	53	36	118	207	4	12
Weekly Meal Count Total							286	173	558	1017	19	63
10/11/2010		0		0		0				0		
10/12/2010	131	123.664	40	37.76	59	55.696	57	38	117	212	4	13
10/13/2010	131	123.664	40	37.76	59	55.696	53	35	113	201	4	16
10/14/2010	131	123.664	40	37.76	59	55.696	52	38	118	208	3	16
10/15/2010	131	123.664	40	37.76	59	55.696	57	37	117	211	3	15
Weekly Meal Count Total							219	148	465	832	14	60
10/18/2010	131	123.664	40	37.76	59	55.696	49	38	119	206	4	17
10/19/2010	131	123.664	40	37.76	59	55.696	49	35	117	201	4	18
10/20/2010	131	123.664	40	37.76	59	55.696	56	34	115	205	4	16
10/21/2010		0		0		0				0		
10/22/2010		0		0		0				0		
Weekly Meal Count Total							154	107	351	612	12	51
10/25/2010	131	123.664	40	37.76	59	55.696	47	30	113	190	4	11
10/26/2010	131	123.664	40	37.76	59	55.696	58	37	121	216	4	11
10/27/2010	131	123.664	40	37.76	59	55.696	57	34	119	210	4	12
10/28/2010	131	123.664	40	37.76	59	55.696	54	36	113	203	4	19
10/29/2010	131	123.664	40	37.76	59	55.696	54	36	120	210	4	11
Weekly Meal Count Total							270	173	586	1029	20	64
Monthly Meal Count Total							984	636	2080	3700	71	242

Note: The school attendance factor used should be the most beneficial for your school/district. ADA factor must be expressed as a percentage, not a participation number. Attendance factor is determined by average daily attendance for a month, dividing by the average daily enrollment for the month. The school can use the most current FNS national average.



New Mexico Department of Education Child Nutrition Program Basic Claim Report For October 2010



SFA Name: CUBA INDEPENDENT
SFA #: 062101
Claim Received: NOVEMBER 3, 2010
Claim Type: ORIG

Claim Status: PAID
Safety Net: Yes
Attendance % Free: 73.48%
Attendance % Reduced: 82.16%

	<u>Lunch</u>	<u>Breakfast</u>	<u>Severe Need</u>	<u>Snack</u>	<u>Milk</u>
# of Schools:	3	3	3	0	0
Days Operation:	18	18	18	0	0
Avg Daily Attendance:	664	664	664	0	0
Avg Daily Participation:	515	386	271	0	0
	<u>Free</u>	<u>Reduced</u>	<u>Special Milk</u>	<u>Free Snack</u>	<u>Reduced Snack</u>
Approved Applications:	380	85	0	0	0

School Lunch Program (NSLP)

Lunch Paid:	2,983	Total Lunch Paid:	\$835.00
Lunch Reduced:	1,257	Total Lunch Reduced:	\$2,941.00
Lunch Free:	5,026	Total Lunch Free:	\$13,771.00
Total Served:	9,266	Total Reimbursements \$17,547.00

Special Milk Program (SMP)

Milk Cost (1/2 Pt. Pricing Program Only)	\$0.00		
Milk Paid:	0	Paid:	\$0.00
Milk Free:	0	Free:	\$0.00
Total Reimbursable:	0	Total Reimbursements \$0.00

School Snack Program (SNACK)

Snack Paid:	0	Total Snack Paid:	\$0.00
Snack Reduced:	0	Total Snack Reduced:	\$0.00
Snack Free:	0	Total Snack Free:	\$0.00
Total Served:	0	Total Reimbursements \$0.00

School Breakfast Program (SBP)

	<u>Regular</u>	<u>Severe Need</u>		<u>Regular</u>	<u>Severe Need</u>
Breakfast Paid:	2,078		Total Breakfast Paid:	\$540.00	
Breakfast Reduced:	976	976	Total Breakfast Reduced:	\$1,152.00	\$273.00
Breakfast Free:	3,894	3,894	Total Breakfast Free:	\$5,763.00	\$1,090.00
Total Served:	6,948	4,870	Total Reimbursements:	\$7,455.00	\$1,363.00
			Grand Total Breakfast \$8,818.00	

TOTAL CLAIM **\$26,365.00**

Signature

Jarvis Dyer 12-22-11
Current Superintendent



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HANNA SKANDERA
SECRETARY – DESIGNATE OF EDUCATION

SUSANNA MARTINEZ
Governor

October 15, 2012

Vicki Smith
Superintendent
Cuba Independent School District
P.O. Box 70
Cuba, NM 87013

Subject: Provision 2 Base Year 2012-2013; 4 year cycle through SY 2015-2016.

Dear: Ms. Smith:

Cuba Independent School District's request to operate under **Provision 2** guidance is **approved** for the following site(s):

Cuba Elementary School, Cuba Middle School, Cuba High School

Your provision 2 status applies through the 2015-2016 **School Year**. An extension request of Provision 2 must be submitted to the Student Nutrition Bureau by **April 1, 2016**. Approval of an extension is based on whether or not the different levels of the school's population, as adjusted for inflation, has remained constant, or had marginal improvement, 5% or less since the Base Year.

Please ensure that the following required documents continue to be on file from the 2012-2013 Base Year forward for the period Provision 2 is in effect.

1. Income Eligibility Guidelines from the Year 1/Base Year.
2. Approved Free, Denied and Reduced Price Applications of Year 1/Base Year; applications should be stored in notebooks and organized to match the benefit issuance list.
3. Benefit Issuance list used in Year 1/Base Year, to include the following:
 - a. Name of the Student
 - b. Category of Eligibility Status (free)
 - c. Date of Eligibility Status
 - d. Change in Eligibility Status
4. Summary of Verification Process and backup documentation by school, verify by random or focus sampling based on free and reduced applications on file (October 31).
5. Daily Edit Checks and Meal Consolidation forms for the year.
6. Description of accountability system that identifies children by eligibility category in Year 1/Base Year.

7. Meal counts and claim documentation for students according to their eligibility category.
8. Documentation to support monthly percentages by eligibility category.
9. On-Site Review forms, if applicable.
10. United States Census data for Year 1/Base Year and every fourth year. You must obtain data that indicates the unemployment level of the school population has remained stable from the Year 1/Base Year, when eligibility determinations were made.

Retain all documentation in a secure fireproof cabinet that is easily accessible. Base Year records for schools on Provision 2, which support subsequent years' reimbursement, must be retained during the period Provision 2 is in effect, including all extensions. Since claims for the Base Year and all subsequent years are based on Base Year data, retention of these records is essential. In addition, such records must be retained for three years after submission of the final claim for reimbursement for the last Fiscal Year which used the Base Year data.

Should you have any questions or require further assistance, please contact Regina A. Madrid at (505) 827-1821 or reginaa.madrid@state.nm.us

Most Sincerely,



Regina A. Madrid, Director
Student Nutrition Bureau



STATE OF NEW MEXICO
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HANNAH SKANDERA
SECRETARY OF EDUCATION

SUSANA MARTINEZ
Governor

February 6, 2012

Ms. Jackie Dyer, Superintendent
Cuba Independent Schools
P.O. Box 70 (#50 CR13)
Cuba, NM 87013

Subject: Provision 2 Approval, Base Year School Year 2011-2012 Approval for Cuba Independent Schools

Dear Ms. Dyer,

Cuba Elementary School, Cuba Middle School, and Cuba High School request to begin **Provision 2** for the 2011-2012 School Year, without collecting new free and reduced price application is **approved** for the above mentioned schools.

Base Year records for schools on Provision 2, which support subsequent years' reimbursement, must be retained during the period Provision 2 is in effect, including all extensions. Since claims for the Base Year and all subsequent years are centered on Base Year data, retention of these records is essential. In addition, such records must be retained for three years after submission of the final claim for reimbursement for the last fiscal year which used the Base Year data.

Under Provision 2 requirements, the following documentation must be retained and secured at the Food Service Administration office for those schools participating in Provision 2.

1. Approval from State Agency
2. Income eligibility guidelines from year 1/Base Years.
3. Approved free, denied and reduced applications of Year 1/Base Year.
(Applications should be stored in notebooks and organized to match the benefit issuance list).
4. Benefit Issuance list used in Year 1/Base Year must include the following:
 - a. Name of the student
 - b. Category of Eligibility (free)
 - c. Date of Eligibility Status
 - d. Change in Eligibility Status
5. Summary of Verification process and backup documentation by school should be verified by focus sampling based on free and reduced applications on file October 31.

Phone: (505) 827-1821

Student Nutrition Bureau
120 S. Federal Place, Suite 105
Santa Fe, NM 87501

Fax: (505) 827-1815

"Nourishing "More" Healthy Bodies and Minds"

6. Daily edit checks and meal consolidation forms for the year.
7. Description of accountability system that identifies children by eligibility category in Year 1/Base Year.
8. Meal count and claim documentation for students according to their eligibility category.
9. Documentation to support monthly percentages by eligibility category.
10. "On-Site" review forms, if applicable.
11. Socioeconomic data for Year 1/Base Year and every fourth year. Data that indicates the unemployment level of the school population has remained stable from the Year 1/Base Year, when eligibility determinations were made. The data that is acceptable is the unemployment rate of the county. Data can be obtained from the following sources through their websites:

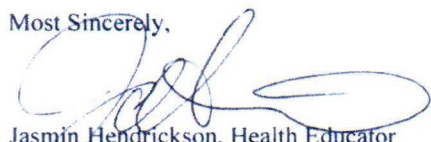
New Mexico Department of Labor, Bureau of Economic Research and Analysis (505) 841-8638 or 841-8645 or www.dol.state.nm.us; Click on Labor Market Info (LMI) icon, then click on the New Mexico Annual Social and Economic Indicators heading in the Economic Statistics section.

In the fourth year of Provision 2, a Request for an Extension to continue in Provision 2, is required to be submitted by March 1st. The unemployment rate must be retrieved and maintained for the Base Year and the fourth year to establish a comparison of economic indicators. In order for an extension to be granted, all of the above documents must be retained and available on file.

During the establishment of the Base Year, School Food Authority (SFA) may provide meals at no cost to all students, if the SFA is willing to cover the financial burden of providing free meals to all students. Applications must still be collected in order to calculate Base Year Percentages which will have a direct effect on reimbursements and claims in subsequent years. If the SFA chooses to charge students meals, the charges must be based upon applications status (free/reduced/paid) and the SFA must maintain accurate meal counts.

If you have further questions regarding Provision 2 status, please feel free to contact Jasmin Hendrickson at (505) 827-3507 or jasmin.hendrickson@state.nm.us

Most Sincerely,



Jasmin Hendrickson, Health Educator
Student Nutrition Bureau

JH:BV

cc: Rhiannon Chavez, Business Manager
Bob Murphy, Food Service Director